**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT - LONG-TERM AGREEMENT**

**Title: Long Term Agreement (LTA) for Engagement of Individual Consultants as Instructional Designers**

**Duty Station:** Remote, home based consultancy contracts.

**Duration of LTA:** Two years with the possibility of extension for one more year (max. 3 years)

**Closing Date:** 29 Feb 2024

# 1. BACKGROUND / RATIONALE

UNICEF established a Global Learning Centre (GLC), located in their Global Shared Services Centre (GSSC) in Budapest Hungary to serve UNICEF offices around the world, and part of the services is the creation of Learning and Development material for UNICEF staff globally.

# 2. PURPOSE OF ASSIGNMENT

The GSSC is seeking curriculum developers to create new e-learning content in subjects of UNICEF programme areas, staff development or business tools. The curriculum may feature responsive design e-learning products or video tutorials developed in cooperation with the GLC and Subject Matter Experts (SMEs). The assignment is anticipated to be performed remotely.

# 3. OBJECTIVE

The overall objective is to set up a Long-Term Agreement to facilitate and expedite the process by which UNICEF GLC will hire consultants as required for specific projects to produce training materials and tutorials for UNICEF staff members to develop their capacities enabling them using internal systems and / or fulfilling their specific roles.

# 4. MAJOR TASKS TO BE ACCOMPLISHED

Successful respondents will produce e-learning modules and video-based learning materials under the direction of the Learning and Development Specialist and in consultation with UNICEF Subject Matter Experts.

Production includes:

1. instructional design,
2. graphic design,
3. development of templates,
4. script writing,
5. screen recording management,
6. creation of motion design and animation,
7. video editing and subtitling.

Major tasks include, but are not limited to:

1. Create engaging and informative training products.
2. Liaise and collaborate with subject matter experts.
3. Review content and, using editing tools as well as graphics, create e-learning content of each subject.
4. Create narrations and voice-overs in English using text-to-speech software based on the technical script provided by SMEs.
5. Test and revise content based on feedback.
6. Be available for several rounds of editing with regards to projects.
7. Ensure implementation of the UNICEF style guide and brand book (guides will be provided).
8. Deliver the desired products in a professional and timely manner.

The job requires creative individuals who can work with minimal supervision.

**Responsibilities of the Consultant:**

1. The consultant will use their own equipment; computer, software and other accessories that may be required for this task.
2. The consultant will not give the content/material or any part thereof, to any third party without the written permission of UNICEF. All components and the finished product will be the property of UNICEF, and the consultant will not share the same with anyone else.
3. The consultant will not put their own name or logo/emblem on the content / final product. The only organization branding will be UNICEF, if required.

**Responsibilities of UNICEF:**

1. UNICEF will provide all details pertaining to the activity and the requirements.
2. UNICEF will orient the consultant on UNICEF’s structure, style and branding guidebooks.
3. Depending on the project, UNICEF will facilitate communication between consultants and clients.

# 5. DELIVERABLES AND DEADLINES

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| --- | --- | --- | --- | --- |
| **S.**  **No.** | **Tasks for different areas** | **Deliverable** | **Specific delivery date/deadline for completion of deliverable** | **Estimated travel required for completion of deliverable** |
| 1. | Video tutorial production | * Final, rendered video * Source files * Project files | As and when requested by  UNICEF | No travel envisaged for this consultancy. |
| 2. | PowerPoint presentation-based e-learning module production | * SCORM 1.2 output * Source files * Project files   Output requirements:   * HTML5, Web Content Accessibility Guidelines (WCAG) 2.1, UNICEF Brand Book & Editorial Style Guide compliant. * Fully responsive or adaptive design. * Compatibility with the most recent versions of MS Edge, Firefox, Chrome, Safari. |
| 3. | Script-based e-learning module production | * SCORM 1.2 output * Source files * Project files   Output requirements:   * HTML5, Web Content Accessibility Guidelines (WCAG) 2.1, UNICEF Brand Book & Editorial Style Guide compliant. * Fully responsive or adaptive design. * Compatibility with the most recent versions of MS Edge, Firefox, Chrome, Safari. |
| 4. | Graphic design work | * Visual assets * Source files |

# 6. ESTIMATED DURATION OF LTA

The Long-Term Agreement will be for a duration of three years. The initial period would be for two years with an option for renewal for a subsequent year on the same rates, terms and conditions, subject to satisfactory performance evaluation and continuing need for the service.

# 7. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ LANGUAGE SKILLS REQUIRED

Successful candidate must have the following profile:

* Proven experience in e-learning development and / or video editing is required.
* Experience using Articulate Storyline/Rise is desirable.
* Experience in video editing with Adobe Premiere Pro and/or Camtasia is desirable.
* Animation expertise (After Effects, Vyond, Powtoon, Biteable, etc.) is considered as an asset.
* Proficiency in working with graphic design software tools (Adobe Photoshop, Illustrator, Canva, etc.) is considered as an asset.
* Advanced English language skills are required,
* Additional UN language skills are considered a plus.
* Good analytical and communication skills.
* Ability to work unsupervised and with high attention to details.
* Ability to adapt based on feedback requests.

**Note: UNICEF will award LTA to the top ranked 3-5 candidates.**

# 8. TECHNICAL EVALUATION CRITERIA

The selection of consultants for the LTA will be based on technical evaluation and financial offers in the ratio of **70:30**. The criteria for technical evaluation will be as follows:

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| --- | --- |
| **Criteria** | **Maximum scores** |
| E-learning production experience | 15 |
| Video editing experience | 15 |
| Animation and motion design expertise | 5 |
| Graphic design experience | 5 |
| E-learning sample submission | 20 |
| Language and communication skills | 10 |
| **TOTAL TECHNICAL SCORE**  **The minimum qualifying technical score is 35.** Only those candidates who meet the qualifying marks of **35** will be considered technically responsive, and their financials will be opened. | **70** |
| **Financial Score**  The selection of the consultant will be on the basis of technical evaluation & financial offer in the ratio of 70:30 | **30** |
| **TOTAL** | **100** |

# 9. PAYMENT SCHEDULE

The LTA to be signed will have a fixed fee rate for three years. However, UNICEF does not warrant that any quantity of services will be purchased during the term of the LTA as this will depend on forthcoming needs.

# 10. CONTRACTS CREATED AGAINST THE LTA.

Whenever relevant services are required, details of the requirement/deliverables including quantities and deadlines will be presented to the top-ranking available LTA holder, or consultants will be invited to bid.

Upon receipt of confirmation of availability and interest in the assignment, a contract will be issued with the prices/fees agreed in the LTA. The consultant must sign the contract prior to commencement of work.

Payment will be made after completion of deliverables and submission of invoices for the actual work completed, subject to satisfactory performance.

# 11. FINANCIAL PROPOSAL

A financial proposal is required to be submitted as per the template:



Please do not forget to specify your name in the file while saving and uploading.  
(*For further information on the submission see the ‘How to apply’ section below.*)

# 12. REMARKS

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

# HOW TO APPLY:

The application to be submitted through the online portal should contain four separate attachments:

1. Motivation letter, explaining candidate’s interest in e-learning and video development. **(to be uploaded online under “Cover Letter” tab).**
2. Curriculum Vitae (CV) detailing background and all relevant experience. **(to be uploaded online under “Resume” tab).**
3. A sample tutorial video (mp4) or interactive SCORM package (at least 30 seconds, maximum 3 minutes) demonstrating screen capture along with graphical and/or animation skills including voice over (for example, a video on how to use an IT tool). **(to be uploaded online under “Other – Applicant” as a single document containing a link to the work sample.)***Please make sure the download link does not expire during the timeframe of application.*
4. A financial proposal indicating professional fee as per the above template. Please do not forget to specify your name in the file while saving. **(to be uploaded online under “Financial Proposal” tab).**

**Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.**

***Without all the above 4 documents your application will be considered incomplete and invalid and will not be considered further.***

* *Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.*
* *Joint applications of two or more individuals are not accepted.*
* *Please note, UNICEF does not charge any fee during any stage of the process.*
* *Female candidates meeting the requirements are strongly encouraged to apply.*
* *UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.*
* *General Terms and Conditions for the Consultancy Contract is* [*attached*](https://unicef-my.sharepoint.com/personal/ttobias_unicef_org/Documents/Documents/Misc/4%20SSA/Curriculum%20Developer/General%20Terms%20and%20Conditions.pdf)*, for your reference.*